



17th July 2020

Dear Parents/Carers

I hope you are all well and that you are adjusting to the complexities of the easing of lockdown. The reported number of falling cases of Covid-19 is encouraging and we are looking forward to fully re-opening to all of our children in September for the new academic year of 2020/2021. We are very much looking forward to welcoming back all of our children and families. I apologise for the length of this letter, but it is important to me that you have as much information as possible. As always, I look for your feedback to inform planning, so there is a questionnaire for both you and your child/ren to complete in order for us to have a full picture of your current situation and your current concerns and questions. Please can you complete these by **Friday 24th July**.

- Parent/carer questionnaire: <https://forms.gle/VjhsXYVGJvcVYsv86>
- Pupil questionnaire: <https://forms.gle/5yZX1W2A7qq1CuVX9>

In addition, I will be making a video for our Facebook page for you and your children to enjoy- it shows how school will look in September and highlight any changes you will notice. At the end of this letter there are some suggestions of things you may want to consider doing to help prepare your child/ren for returning to school.

Summary

Help us keep our school safe. Please:

- Follow Government Coronavirus infection control guidance
- Note staggered start times for the first two weeks of school
- Follow the new drop off and pick up arrangements
- Keep the flow going - no loitering

Thank You





Last week, the Government released guidance on the re-opening of schools in September, and I would like to take this opportunity to highlight some of the key points. It is important to note that the school has been open to up to 75 children since 1st June, so many of these measures are already in place.

As always, the safety of our pupils, families and staff members remains our number one priority and we are working hard behind the scenes to put measures in place in line with the latest Government guidance. As the situation continues to evolve through the summer break, the official guidance will be adapted to reflect this and we will follow this closely and make changes where necessary. I will inform you of any such changes at the **end of August**. It is also important to note that there will be 'phased' approach, so where procedures and approaches may appear quite 'stringent', we can loosen them as confidence grows and guidance changes.

Infection Control

Prevention

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- Pupils, family members, staff and others adults should not attend school if they have COVID symptoms or have tested positive in the past 7 days.
- Anyone developing such symptoms during the school day will be sent home, must isolate for 7 days and should arrange a test. Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms
- If anyone becomes unwell with a new continuous cough or high temperature, or has a loss of or change in their normal sense of taste or smell, they will be sent home and advised to follow Government 'Stay at home' guidance.
- Children unwell with symptoms in school awaiting collection will be moved, if possible to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision. If this is not possible, they will be moved to an area which is at least 2 metres away from other people (E.g The outdoor wooden gazebo)
- Clean hands thoroughly and more often than usual: Staff and pupils must clean their hands regularly, including when they arrive at school, when they return from break, when they change





rooms, before and after eating and at the end of the day. Regular and thorough hand cleaning is going to be needed for the near future.

- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:
- Public Health currently does not recommend the use of face coverings in schools, although this evidence will be kept under review.
- We have enhanced cleaning, including cleaning of communal spaces and frequently touched surfaces.
- We will minimise contact between individuals and maintain social distancing wherever possible. Children will be in their class 'bubbles' and we will keep the classes apart where possible. To begin with, the school has been advised to adhere to this strictly. This will be reviewed and there could be a phased approach, where to meet well-being needs, pupils in Year 4 and 5 who occupy more than one class will be allowed to play together. The school will be taking advice on this as the term progresses. Children who have complex or close contact needs will receive education care and support as normal.
- Large gatherings such as assemblies will be avoided; daily collective worship will be led from the hall with one class, but shared by all classes virtually through 'Microsoft Teams'.
- Use of staffrooms and shared areas will be managed to maintain social distancing where possible
- Face coverings should be removed by pupils and staff wearing them on arrival to school.
- Specialists, clinicians, therapists and other support staff for pupils with SEND will be able to provide interventions as usual. This may mean the mixing of children in very small controlled groups, adhering to additional handwashing guidelines.
- Tables to be organised facing forwards where possible (Not always possible in Reception and Key Stage 1).
- Children to be allocated their own pencil/pen, scissors etc. No pencil cases from home to be brought in.
- Classroom based resources such as books and games can be used and shared within classes.
- Toys, sports, art and science equipment will be cleaned frequently and always in between classes or to be rotated to allow them to be left unused for 48 hours (72 for plastics) between use by different classes. Reading books will be wiped when returned to school.
- Malleable activities (Play dough, gloop, shaving foam, ice, rice tray activities): We will begin with individual water trays being tipped out and sanitised between uses and implemented outdoors wherever possible. Shaving foam use will be supervised by an adult. Other materials will be





risk assessed with no sharing of play dough for example but will be phased back as confidence grows.

- Carpet areas: we will use markers to identify 'their spot' with only up to 15 children and 1 metre spaced. Other children will sit on chairs.
- Children should be supported to maintain distance and not touch staff and their peers where possible (But not always possible with Reception/Key Stage 1).
- Avoid close face to face contact and minimise time spent within 1 metre of anyone (But not always possible with Reception/Key Stage 1).

Response to any infection

Measures that will be followed in every case where relevant. Engage with the NHS Test and Trace process. All families must:

- Be ready and willing to book a test if displaying symptoms.
- Provide details of anyone you have been in close contact with if you are tested positive with Covid-19 or if asked by Test and Trace.
- Self-isolate if you have been in contact with someone who develops symptoms or has tested positive for Covid-19.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community:

- We will contact the local health protection team if we are aware that someone has attended school and has tested positive for Covid-19.
- Contain any outbreak by following local health protection team advice.
- If we have two or more confirmed cases within 14 days, or an overall rise in sickness where Covid-19 is suspected, we will continue to work with our local health protection team who will be able to advise if additional action is required.

Attendance

School attendance will be mandatory again from the beginning of the Autumn term. This means that from that point, the usual rules on school attendance will apply, including:





- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- School will be recording attendances as normal and follow up absences;
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

Guidance for those who are Shielding

Shielding advice for all adults and children will pause on the 1st of August, subject to a continued decline in the rates of community transmission of Covid-19.

Taking Holidays

We understand that some families may have plans to take holidays overseas during the Summer holiday period. Please ensure you read the following Government guidance before travelling abroad:

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-youtravel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>.

It is the expectation that all children are required to be available for school at the start of the Autumn term.

School Dinners

FIGS will be providing hot school dinners from the beginning of term. They will comply with Government guidance for food businesses on coronavirus. For those families who have been eligible for the Free School Meal vouchers, the COVID Summer Food Voucher Scheme will also provide vouchers over the Summer holiday period. These vouchers, which will cover a six week period, will be distributed via email.

Travelling to School

All families are encouraged to walk to school if possible. **Only use a car if absolutely necessary.** Although sustainable travel includes cycling, our risk assessment cannot allow bikes on the school





site at this current time. The village carpark and village green and surrounding areas are not designed for modern car-use, so there will be increased pressure due to our own car park capacity being reduced as we are using it as an entrance (See below). Please do not drop your child on the yellow zig-zags. Thank you in anticipation of your continued support and co-operation in this safety matter.

Beginning and end of school day

We have given much thought to the following; please note that we may need to change procedures if we do not feel they are effective. Governors will be supporting the headteacher, parents/carers and pupils in following these procedures.

- Only one family member allowed to drop off/collect.
- Parents should follow social-distancing guidelines when arriving and should leave children at classroom door/gate where a teacher from each class will be on duty. Children are to go straight into class on arrival (at the correct time). Parents will not be allowed to stay in the playground talking to other parents. **No parents to be allowed in building or to gather at school gates.**
- To reduce log-jam, double gates at front of school to be opened with clear IN and OUT signs. Also small side gates to be opened as well as back gates (From car park). It is important that 'the flow' is maintained.
- Teachers will be on playground to direct children to their classes and give reminders about handwashing. Teaching Assistants to be in classrooms on children's arrival.
- Parents with siblings to drop oldest sibling first
- Clear lines and marks on ground to direct you and there will be reminders of 1 metre social distancing for parents. (Colours for classes on front playground)
- Pippin one-way system: Entrance through large gates, along wooden fence, in through bottom wooden gate, back along wooden fence and out top wooden gate. Children enter through back Pippin doors.
- Maigold one-way system: Entrance through small gate (next to big gates), along inside wall and out top small gate. Children enter through top purple doors.
- Gala one-way system: Entrance through large gates, go along right side of front playground. Children enter through middle purple doors.





- Discovery one-way system: Entrance through large gates, go along middle of front playground. Children enter through glass corridor doors.
- Blenheim one-way system: In back gates and along back covered area to new peg areas and in back door.
- Camelot one-way system: In back gates and along front of Elliot classroom to new peg areas and in front door.
- Messages should be given to the office via phone/email, not to the person on duty. Any items to pass on should be left in box by porch.
- If wet, we won't be able to use the hall to take shelter and congregate so please follow the same drop off and pick up procedures.
- End-of day, parents to collect youngest child first. Please stand in coloured 'pens' for your child's class, socially distancing from others. Teachers will bring classes to their exit.

Staggered times

Staggering start and finish times for the **first two weeks** will enable us to ensure we can make our system as effective as possible:

- 8.50: Camelot and Blenheim enter via rear car park (Finish 3.15)
- 9.00: Discovery, Gala and Maigold enter via front playground (Finish 3.05)
- 9.15: Pippin enter via front playground (Finish 2.45)

Settling Children

Parents/carers of children in Pippin class may require the facility to meet the teacher to settle their child; the Pippin front 'play area' is an area where you are able to linger a bit longer as you will be away from others. For other classes, each teacher has identified a small area near their door if you need to stay a little bit longer to reassure your child.

Mental Health Support

We understand this has been a very difficult period for a number of reasons and some of our pupils and families may require some additional support as they re-adjust to school life. There will be a





number of measures put into place to support the emotional needs of our children and our families. 'Well-being' will be central to our 'Recovery Curriculum' (See below).

Curriculum

In order to plan for learning for our children, we are taking advice from educational experts and are referring to research by well-respected organisations (E.g. Education Endowment Foundation). We are planning for a 'recovery' or 're-engagement curriculum'. The government are giving us what they call 'catch-up' time so we can return to normal by the summer of 2021. Our key tasks are:

- 1) Repair emotional damage and address deterioration
- 2) Close academic gaps

It is clear that addressing these needs go side-by-side. Neither of these can be rushed- we will must re-engage our children with a broad and engaging curriculum but we will not ignore emotions, and we must ensure our children are secure as learners. We will assess and evaluate the needs of the children accurately, using reliable and valid methods. Therefore within the first weeks of return, we will 'assess' the children's actual 'wellbeing' and their academic needs (reading, writing and maths). This is not 'for Ofsted' but for the children, as we need to know where their gaps are and what we need to focus on.

We have decided that attending to the well-being of our children will take centre stage. 'Well-being' can be embedded across the curriculum, as it normally would be. However, these times deserve a different approach. We are going to implement 'Well-being Wednesdays' where Wednesday mornings are set aside for activities on developing skills of self-awareness, self-management, social awareness, and relationship skills. We also recognise we will need to dedicate time to 'meta-cognition (How we learn).

The teachers are planning exciting 'themes' for the autumn term, to excite our children and to re-engage them. Details of the autumn curriculum and the focus of our well-being work will be shared with you at the beginning of the new term.

It should be noted that inducting our children into the new routines, procedures and rules will also take time, so the pace and intensity of 'the school day' will take time to be re-established.





Breaktimes and lunchtimes

Classes will be separated at morning break time: Reception and KS1-10.15-10.30am; KS2-10.30-10.45am. Each class to play separately on back playground in three zones. At lunchtime, there will be two sittings as usual, with two classes in each sitting in the hall. Blenheim and Camelot to eat lunch in classrooms. Pippin and Maigold classes will play on front playgrounds and remaining classes will play in their own zones on back playground.

Singing, music, physical activity, and visits

Peripatetic music teaching is currently paused until further notice. Singing is not permitted under current guidelines. PE lessons will be adjusted to take into account the guidance and staff will actively teach and organise non-contact games which can be used at playtimes. Our swimming lessons are scheduled to begin after February half term, giving us time to review the situation. Current Government advice is against domestic UK overnight and overseas educational visits at this stage, however it states that in the Autumn term, schools can resume non-overnight domestic educational visits for pupils.

Uniform

All schools are encouraged to return to our usual uniform policies for September. Individual uniform requirements are detailed on our school website. Uniforms do not need to be cleaned any more frequently than usual, nor do they need to be cleaned using methods which are different from normal. As we are being encouraged to use the outdoors, as well as introducing 'The Daily Mile', it is essential all children are wearing comfortable shoes that they can be active and run in (No strapless ballet pumps please). Please ensure your child has a warm, waterproof coat in school every day. On designated PE days, we ask that your child wears school PE kit to school (If colder, plain black jogging bottoms are appropriate). On 'Outdoor Education' (Forest School) days, children will need wellies, waterproofs and you may want to ensure they are wearing older school trousers.





Clubs and Wrap around Care

We have been advised to delay the start of our after-school clubs provision until confidence has been raised. 'Apple Trees' will be offering its vital service of before and after-school care and we are working together to ensure that we are fully risk-assessing handover. Please see the website (www.appletreesclub.co.uk) for more information or email bookings@appletreesclub.co.uk to book a place for your child at Apple Trees for September. Initially places will be limited to 15 children per session and will be allocated on a first-come-first-served basis.

Changes to look forward to

There are some new and exciting things to look forward to in September:

- A new reading system for Years 2-6 called 'Accelerated Reader'.
- New books for Reception to Year 2 pupils.
- A new house system.
- A new mural in the school hall.
- New Chromebooks for computing lessons.
- New sinks for Blenheim and Camelot classes.
- Refurbishment of the sinks in corridor toilets.
- A newly revamped Outdoor Learning (Forest School) area...
- ...and hopefully a new roof on Camelot/Blenheim classrooms

Preparing your child/ren for returning

Please talk to your child about this letter as soon as possible, show them the film on Facebook and ask them to complete the questionnaire. It is important that they share how they feel with you about returning to school and that you are able to reassure them and guide them.

It is important to note that if the current situation alters and there are any significant changes to the official guidance, we will ensure you informed accordingly. I do not plan to update you





throughout the break but do expect to hear from us at the end of August. I will send emails, put notices on Facebook to check email and also put letters on the 'Latest News' section of the school website. Unfortunately, we remain in uncertain times and it is impossible to predict the future, however I am very hopeful that if the infection rate continues to drop as it has been doing, we can look forward to opening our doors once again to all children. When we return, staff will be working under increased pressure and will be coping with challenging changes; your patience will be appreciated when things do not run exactly as we might expect. The support we have received from our families has been nothing short of amazing and I look forward to building further productive and positive relationships with you all in the future.

Yours sincerely

Mrs Ali Pook

Head Teacher

